



TRANSPORTATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TRANSPORTATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, June 11, 2013
POSITION TITLE:	Chief of Staff - Headquarters - Sacramento	FINAL FILING DATE:	Tuesday, July 2, 2013
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	06112013_1

POSITION DESCRIPTION

Under the general direction of the Director/Chief Deputy Director, the Chief of Staff is responsible as a member of the executive staff for supporting the Director on issues and policy matters of critical concern to Caltrans. The incumbent provides direction in the development of policies for the strategic organizational and performance metrics for Caltrans. The incumbent manages the daily activities of the Director's Office and the Office of Strategic Management.

Responsibilities include:

- Develops and identifies new approaches and technologies to the strategic organizational and performance metrics for Caltrans. Advises the Director on departmental policies and provides direction to the strategic planning of the Caltrans. Identifies issues/needs, conducts independent research and formulates recommendations on the pro/cons of recommended actions.
- Communicates policy decisions and other sensitive information to Deputy Directors, Division Chiefs, and District Directors; coordinates and performs studies of special interest to the Director and Deputy Directors; serves as a facilitator between the Director and staff in resolving issues and assuring that the needs of both sides are met. • Participates with the Director, Chief Deputy Director, Deputy Directors and District Directors in the development of major policy. • Serves as the single point of contact with the Governor's Office, Business, Transportation & Housing Agency and Executive Staff in the absence of the Director and Chief Deputy Director. Determines whether issues require the Director's attention or if it can be handled through other channels. Works with Legislators, other agencies and departments, and external agencies on the Director's behalf. • Serves as the focal point for general external reviews of the Department's operations and activities. This requires knowledge of a comprehensive view of the Department's strategic policies and in-depth understanding of the working relationship with the Governor's Office, Business, Transportation & Housing Agency and the Legislature. • Leads and coordinates special projects such as the Caltrans Executive Board, Strategic Management Plan Update, Federal Highway Administration (FHWA) Every Day Counts Initiatives and Summits, FHWA-CT State Leadership Meetings, Caltrans 2012

Program Review Implementation. Develops communications processes for the Executive Board and Program Review to hold on-going communication with staff and external partners on progress and to solicit feedback. Facilitates coordination with the Program Review external partners team and ensures their issues are being addressed. • Serves as liaison with and represents the Director at meetings and conferences and serves on project task forces/teams and special committees with responsibility to develop and recommend solutions to issues which may span the full range of departmental programs. This requires in depth knowledge of the Director's vision, plans and goals. • Advises Director/Chief Deputy Director on matters and responds to inquire from legislators, public agencies and the private sector. • Hosts foreign delegations. Coordinates the Department's involvement in the annual California State Employees Charitable Campaign (CSECC), serves as the Department's California Transportation Foundation (CTF) Liaison.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience in positions at the Senior Transportation Planner/Senior Transportation Engineer level or higher that developed the following qualifications:

- Broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation performance measures.
- Familiarity with federal and state regulations that apply to and impacted the work of Caltrans and with Caltrans, mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participated in public forums, and represent Caltrans in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.
- Demonstrated ability to develop successful partnerships with internal and external customers.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Staff - Headquarters - Sacramento**, with the **TRANSPORTATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of CEA 1, Chief of Staff, with the Department of Transportation. Applications will be retained for twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified candidates may be scheduled for an interview.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications. ?

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be submitted to:

Department of Transportation Division of Human Resources, MS #90 Attn: Liz Ochoa (13CEA15)
Farmers Market III 1727 – 30th Street P.O. Box 168037 Attn: Liz Ochoa Sacramento, CA
95816-8037

Or via email: CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on July 2, 2013. Interagency mail received after this date will not be accepted.

Application packets may be emailed to the above address to ensure delivery prior to the final filing date.

Questions regarding this examination should be directed to: Liz Ochoa at (916) 227-7466.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TRANSPORTATION, DEPARTMENT OF, Division of Human Resources, MS #90
1727 - 30th Street, Sacramento, CA, CA 95816
Liz Ochoa (13CEA15) | (916) 227-7466 | Liz.Ochoa@dot.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TRANSPORTATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)